

**Checklist of Materials  
For Participation in  
The Child and Adult Care Food Program**

**Sponsoring Organizations of Family Day Care Homes**

- \_\_\_\_\_ 1. Agreement (online)
- \_\_\_\_\_ 2. Family Day Care Home Sponsor Application (Online)
- \_\_\_\_\_ 3. Administrative budget for all sponsored homes (Online)
- \_\_\_\_\_ 4. Projected Administrative Earnings Worksheet
- \_\_\_\_\_ 5. **Submit** Budget Information and source documentation  
Itemized Budget Worksheet, Budget Worksheet, Salary/Fringe/Travel form,  
Personnel Activity Report, Mileage Log
- \_\_\_\_\_ 6. **Submit** Management Plan – Part III
- \_\_\_\_\_ 7. Certification Statement (online)
- \_\_\_\_\_ 8. **Submit** Public News Release(s) and dates sent
- \_\_\_\_\_ 9. Monthly site listing (Online)
- \_\_\_\_\_ 10. **Submit** provider listing with sponsor office locations
- \_\_\_\_\_ 11. FDCH Site Summary (Online)
- \_\_\_\_\_ 12. FDCH Provider Site Sheets (Online)
- \_\_\_\_\_ 13. **Submit** copy of current day care home licenses/certificates/letters
- \_\_\_\_\_ 14. **Submit** all subcontractor and consultant agreements
- \_\_\_\_\_ 15. **Submit** Statement of Authority

**\*Submit #16-23 only if the form has been altered and needs approval.**

- \_\_\_\_ 16. Sample Sponsor/Provider Agreement
- \_\_\_\_ 17. Monitor Review Form
- \_\_\_\_ 18. Fiscal Year 2009 FDCH Income Application
- \_\_\_\_ 19. Parent Letter of Reimbursement
- \_\_\_\_ 20. Infant/Children Daily Meal Count Sheet(s)
- \_\_\_\_ 21. Infant/Children Menu and Production Record
- \_\_\_\_ 22. FDCH Enrollment Form for Fiscal Year 2009
- \_\_\_\_ 23. FDCH Sign-In Sheet